



Request for Proposal (RFP)

#RFP-2010-11-716-3

Varsity Locker Room Finish
Vista Ridge High School
6880 Black Forest Road
Colorado Springs, CO

Offers due:
Thursday 12/17/2009
10:00 am

Point of Contact:
Vivian Harwell, Purchasing Agent
Falcon School District 49
10850 E. Woodmen Road
Falcon, Colorado 80831

Email: vharvell@d49.org

A. Introduction

Organization Background

Falcon School District 49 is located east of Colorado Springs and serves schools located in Falcon, CO and the eastern boundaries of Colorado Springs, east of the “Powers Corridor”. It is one of the fastest growing districts in the state of Colorado and currently serves approximately 12,000 students.

Project Purpose

It is the purpose of this Request for Proposal (RFP) to solicit a bid for turnkey services to design and construct the Varsity Locker Room space at Vista Ridge High School.

The Varsity Locker Room shell is complete. Minimal improvements have been made to the space, and those that exist will be removed prior to construction. HVAC equipment is in place, though final ductwork is incomplete. Electrical distribution gear is in place, generally, at least to the Panels. Preference may be given to Colorado Contractors and manufacturers in providing local sales, service and support.

Project Scope

See Section D, attached.

Other Project Components

The full scope of work for the facility includes demolition of an existing floor and reconstruction of the earth grading to accommodate a sloped floor. School will be in session during this project execution, and 100% separation of construction activities from students will be required at all times. Extensive coordination of Trades and strict maintenance of other project timelines will be expected.

The school building is closed for classes from March 20 through April 4, 2010. School is out for summer beginning May 28, 2010. Summer School schedules may apply at this site.

Pre-Bid Meeting/Walk-Through

A Mandatory Pre-Bid Meeting and Walk-Through has been scheduled for Tuesday, December 1, 2009 as follows:

Vista Ridge High School	8:00 am
Sand Creek High School	9:30 am
Falcon High School	11:00 am

The Meeting Agenda will be brief, and the intent is for interested respondents to evaluate the Vista Ridge site, followed by an extended tour of the Sand Creek and Falcon High School auditoriums for bidder evaluation of similar district facilities and quality expectations.

B. Instruction to Bidders

Schedule for Bid & Evaluation Process

RFP distributed to vendors	11/23/2009
Pre-Bid Meeting/Walk-Through	12/01/2009
Deadline for RFP questions	12/09/09 at 4:00 pm
Response to RFP questions	12/10/09 at 4:00 pm
Bids Due	12/17/2009 at 10:00 am
Bid Opening	12/17/2009 at 10:30 am
References, site evaluations	12/18/2009 to 1/12/2010
Recommend Award of Bid to BOE	1/14/2010
Anticipated Earliest Begin Date	1/15/2010
Anticipated Completion Date	6/30/2010

Preparation of the Bid Proposal

Each Proposal form must be signed by the bidder giving full name, title, name of business and address. In the case of a corporation, the bid shall be signed by a duly authorized official of the corporation and bear the seal of the corporation.

All bids shall be enclosed in sealed envelopes, addressed to the Board President and plainly marked with the bid number and the time of the bid opening. Bids shall be opened by appropriate district officials or employees at the time specified, and all bidders shall be invited to be present. The Board reserved the right to reject any or all bids and to accept that bid which appears to be in the best interests of the district.

Late bids will be returned to the bidder unopened.

Bid Bonds and Project Bonds

The school district requires Bid Bonds and Performance and Payment Bonds for this project. Bonds shall be provided in accordance with state standards, and through recognized bonding agencies. Irrevocable Letters of Credit or other guarantees may be substituted in accordance with state statutes.

Withdrawal of Bid Proposals

Any bid proposal may be withdrawn prior to the closing for the opening of bids or authorized postponement thereof. No bid proposal shall be withdrawn for a period of 90 days after the actual opening without a written request explaining the cause for the withdrawal and without the written consent of the District after reviewing the cause. Bid Bonds will be forfeited if the bid is withdrawn after the submittal date.

Submission of Bid Proposals

Please submit *three* original copies of your proposal, including all supporting documentation, to:

Falcon School District 49
Attn: Board of Education
Falcon School District 49
10850 E. Woodmen Road
Falcon, Colorado 80831

In addition to original copies, be prepared to submit an electronic copy of your proposal *after* bid opening.

Bid Opening

At said place and time, bids will be publicly opened and read aloud by an employee or authorized representative of the District. Bids will be opened at the Falcon School District 49 Central Office, located at 10850 E. Woodmen Rd. Falcon, CO 80831; Meeting Room: TBA. All interested parties are invited to attend. No other public disclosure will be made until after award of contract.

The district reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district. Quality of product along with warranties, service agreements, past experience with the vendor, general reputation of the firm, convenience of service, etc., may justify deviation or waiver of bidding procedures.

The bidder to whom an award is made may be required to enter into a written contract with the district.

Questions

Questions regarding the project shall be addressed to Vivian Harvell, Purchasing Agent, Falcon School District 49; e-mail requests ONLY: vharvell@d49.org. See Schedule for Question response deadlines.

Price Policy

A Firm Price Proposal is requested, according to industry standards. Price proposals shall be transparent, and clearly delineate the costs of materials, contractors and subcontractors, general conditions, insurance and bonds, markups and all other appropriate cost factors. Pricing is requested in a manner that allows the district to research and predict materials, components, vendors and subcontractors.

A Fixed Price is expected, or a variable price with allowances; i.e.: “Not To Exceed”, or “Guaranteed Maximum Price”. Options, Allowances, and Alternates must be explicitly spelled out. Representations made in writing, verbally, or schematically will represent the minimum expectations of the school district for project design and execution.

Notifications

Vendors will be notified regarding the need for additional information or clarification on their proposal no later than close of business on the day prior to vendor selection. The bid will be awarded as scheduled above. The winning bid will be notified via phone and email, all other bidders will be notified via email.

C. Award

Evaluation of Bid Proposals

Bid Proposals will be evaluated on the criteria as stated below, including but not limited to the following:

- Product Vision, Preliminary Schematics, Scope of Work
- Contractor support, responsiveness and follow-up
- Pricing
- Guarantees
- Timely and complete response to RFP
- Commitment to project timeline
- Client references, similar projects
- Financial capacity

The order of the criteria listed is of no consequence. The weight to which each criterion is considered is at the sole discretion of the District.

Award of Contract

The award of the Contract will be made to the responsive Bidder whose bid conforms to the core requirements of the district as specified in this document, and that is most advantageous to the District; price and other factors being considered. The District reserves the right to reject any and all bids or part thereof and waive any irregularities.

Notice to Proceed

Upon approval by the District of required Certificates of Insurance, the District will issue to the contractor a Notice to Proceed. The District reserves the right, however, to issue the Notice to Proceed following their receipt of insurance certificates. No expenses shall be acknowledged prior to receipt of the Notice to Proceed.

Timeline to Start Work

Start time to begin the work shall be determined by the bidder. All work must be coordinated in a manner not to interfere with the educational process of the school building. This may mean alternative work hours to complete the work.

Time of Completion

The work on the project shall be completed no later than stated above. If the bidder cannot meet the Anticipated Completion Date, provide an alternate date and specify exact reasons why the date cannot be met (special order equipment, etc.).

D. Bid Specifications / Scope of Work

This RFP includes the following items and included specifications. Please provide detailed descriptions and itemized pricing where applicable.

Minimum Qualifications

Respondents must demonstrate experience within the past five (5) years in the design and construction of a Varsity Locker Room facility. Falcon School District currently has two other high schools with varsity locker rooms, and the expectation is that the new facility will include substantially all the features, and be of similar quality to the other facilities.

The school district will evaluate Proposals, and will tour completed Varsity Locker Room facilities completed by Respondents. Please provide contact information for district staff to use in arranging visits to similar completed projects.

The project is to be quoted as “turnkey”, including all design and construction expenses necessary for project completion. The RFP response should anticipate information generally expected for Schematic Design, including those outlined in the Design/Build Agreement Article 2, Paragraphs 2.1 and 2.2. Because the district has two similar facilities in use, and because this is a Finish versus new-design project; respondents are felt to have enough information available to present Schematic-level vision, options and pricing adequate to project completion.

General Specifications

Varsity Locker Room Project Vista Ridge High School

Scope of Work. The Scope of Work includes at a minimum:

- Design Development, Construction Documentation, and Construction Cost Phases as outlined in the Design/Build Agreement
- Complete “turnkey” project including at a minimum:
 - site security, separation of students from construction activities
 - separation of construction vehicles during bus times
 - athletic lockers
 - shower stalls
 - sinks
 - mirrors
 - toilets
 - stall partitions
 - concrete seal flooring
 - bench seating
 - lighting design and installation
 - integration to existing system
 - energy efficient lighting
 - intercom system design and installation
 - integration to existing system
 - adherence to all ADA guidelines for student access, all levels
 - completion of HVAC distribution design
 - integration to existing BAS
- Alternates may be submitted to either increase or decrease the Base Bid
 - Each Alternate must be defined, as well as its economic impact
- Adherence to the 2004 Falcon School District 49 Technical Guide for New Construction and Major Remodels is mandatory.
- Prior to Final Acceptance:
 - Provide Owner training.
 - Detail training frequency, agenda, duration, skills learned, means of Certification in RFP.
 - Provide video of training sessions and written training materials.
 - Provide 3 copies of Operations and Maintenance manuals
 - Submit Manufacturer’s Warranty and ensure all inspections and forms have been completed with the Owner’s name registered with the manufacturer
 - Provide City of Colorado Springs Use tax receipts and paperwork for Owner refunds
 - Provide As-Built Documentation in CADD format specified by district
- 12-month walk-through
- Warranty quality and workmanship for a minimum of two (2) years.
- Warrant that all materials meet or exceed the project Specifications
- Commissioning – (to be completed by an independent agent)

Contract Documents

The following contract documents are a part of this RFP. Any proposed changes or limitations in the contract documents must be stated in writing no later than at the time of the bid, and clearly delineated as Exceptions. All official documents are available at the district web site address: www.d49.org/district/vendors

It is the responsibility of the bidder to assure that the bidder is aware of the current status of all documentation at the time of the bid opening, including at least the following:

- Public Notice
- Request For Proposals
- Instructions to Bidders
- Design-Build Agreement.
 - Contractor must sign and date, or sign with Exceptions
 - Contractor must complete Exhibit A and Exhibit D
- General Conditions of the Agreement
- Division 1 – General Requirements
- 2004 Falcon School District Technical Guidelines for New Construction
- 00600 Bid Bond
- 00610 and 00620 Performance and Payment Bonds
- Falcon School District 49 Technical Guidelines, 2004
- As-Built Documents:
 - VRHS Architectural – A3.2 - main level floor plan, Area “B” & “C”
A2.2 – main area ceiling plan, Area “B”
 - VRHS Structural – S2.2 – foundation plan, Area “B”
S3.2 - framing plan, Area “B”
 - VRHS Mechanical – M2.2 – HVAC, Area “B”
M3.2 – Hydronic, Area “B”
 - VRHS Electrical – E1.0 – electrical site plan
E2.2 – main level power plan, Area “B”
E3.2 – main level lighting, Area “B”
E5.0 – electrical one line diagram
E6.1 – electrical panel schedules
E6.2 – electrical panel schedules
 - VRHS Plumbing – P2.2 – main level floor plan plumbing, Area “B”
FP2.1 – main floor plan, fire protection
 - VRHS Tech/Security - T2.2 – main level telecommunications, Area “B”
T4.2 – main level security floor plan, Area “B”